

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)**  
**Summary Information**

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Ericka A. White (Ericka.White@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	SBDC 2023
Funding Opportunity Title	Small Business Development Centers
CSFA Number	420-35-0083
CSFA Popular Name	SBDC
Anticipated Number of Awards	57
Estimated Total Program Funding	\$5,585,000
Award Range	\$40000 - \$525000
Source of Funding	Federal
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	11/16/2022
Application Date Range	11/16/2022 - 12/15/2022 : 5:00PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://dceo.illinois.gov/aboutdceo/grantopportunities/0083-2431">https://dceo.illinois.gov/aboutdceo/grantopportunities/0083-2431</a>
Technical Assistance Session	No

# Agency-specific Content for the Notice of Funding Opportunity

## Small Business Development Centers

**NOFO ID: 0083-2431**

For your application to be considered, your entity must be pre-qualified. For more information on pre-qualification, please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html>.

### A. Program Description

#### Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the "Department") is issuing this Notice of Funding Opportunity to seek qualified host organizations to operate Small Business Development Centers and/or Satellite Centers and provide program services.

#### Program Description

The Department of Commerce and Economic Opportunity, which, through a shared cooperative agreement with the United States Small Business Administration (SBA), serves as host to the Illinois Small Business Development Center (SBDC) Program Lead Center. The Lead Center, through this funding opportunity, is seeking qualified host organizations to operate SBDC service centers and/or satellite centers and participate in the delivery of professional services by providing information, training, and guidance to assist entrepreneurs and accelerate the growth potential of viable, long-term, small business ventures to positively impact Illinois' economy. This funding opportunity aims to utilize a competitive process to leverage resources and partnerships to ensure the greatest outcomes for the small business community in Illinois while ensuring accountability, transparency, and impact for the state and federal taxpayer dollars used to fund the program.

#### Program History

Small Business Development Centers provide direct and measurable economic benefits to the communities they serve. The national SBDC program, established in 1980, is the largest federally designated technical assistance program focused on supporting startup and growing small businesses in all 50 states and U.S. territories. SBDC host organizations join a network of experts who are willing to share advice, and resources and help local business assistance providers focus on what they do best—growing great local companies.

SBDCs are designed to stimulate business formation and contribute to long-term business success and sustainability. In addition to assisting a qualified host organization to achieve its core mission, the benefits of serving as an SBDC host partner include:

- opportunity to provide service and support directly to the local business community
- attribution of direct and measurable economic impact
- enhanced understanding of business community needs
- collaboration opportunities with other strategic public and private sector organizations impacting economic development
- leverage of funding from federal and state resources

#### **SBDC Services**

Through training and confidential one-on-one advising, the SBDC program is designed to provide professional business and economic development assistance to for-profit small businesses and entrepreneurs to promote business start-ups, growth, expansion, innovation, employment, and economic development. Each local service location provides in-depth, high-quality assistance to small businesses in complex areas that require specialized expertise. These areas may include, but are not limited to:

- Business Plan Assistance
- Assistance Accessing Capital
- Market Expansion
- International Market Expansion

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- Marketing Analysis
- Financial Analysis and Planning
- Regulatory Assistance
- Disaster Preparedness
- Cybersecurity Mitigation
- Strategic Planning
- Environmental Assistance
- Government Contracting
- E-Commerce Strategies
- Business Education and Training
- Web Integration Development
- Workplace Safety Protection

Applicants should note that the SBDC is not a social service or workforce development program. The Network's business model is to serve small business owners and entrepreneurs. Training of employees (workforce) is not an eligible activity of the program.

### **Partnership Model**

The Illinois SBDC Network is a shared partnership among its various vested host organizations and stakeholders. The partnership concept stresses the equal participation of each partner in the strategic direction, operation, and service delivery of the network. Shared financial support is specifically defined as an SBDC characteristic. Local host partners are expected to contribute and actively seek funding to meet and exceed the match requirement to support SBDC services and create lasting positive economic impact. Note that the term "partnership" does not mean the creation of a legal entity partnership, but rather the creation of a relationship characterized by mutual cooperation and responsibility for achieving common goals.

### **Performance Goals and Measures**

#### **Illinois Small Business Development Center Goals**

The Illinois Small Business Development Center (SBDC), in partnership with its federal and state funding partners, has set forth the following major program goal areas. The assignment and tracking of these goals correlate to the overall strategic plan of the state, positively impact the economy, and are utilized in the overall valuation of the SBDC program. The following goals and indicators are required to be monitored by center staff on an ongoing basis.

#### **Economic Impact Results from SBDC Assistance**

The area of economic impact is where the return on investment and the value added by the program are tracked. Impact data must be collected regularly on an ongoing basis so that center performance can be regularly reviewed by the Lead Center. All Economic Impact information must be verifiable with approved client attribution documented.

Performance Indicators:

- Number of new jobs created
- Number of jobs retained
- Number of new business starts
- Dollar value of debt financing
- Dollar value of non-debt financing

#### **Business Advice**

The center must provide business advising services and business analysis to existing and potential small business owners.

Performance Indicators:

- Number of Advising Clients
- Number of Minority Advising Clients
- Total hours of one-on-one advising (minimum 1,100 per \$80,000)
- Number of formal client pitches/presentations

### **Education and Training for Business**

An annual training plan will be submitted in January of each calendar year. This training plan will outline preliminary arrangements for sponsored and co-sponsored workshops, seminars, and events. Plans shall include any available information such as dates, times, speakers, locations, and if the event is new or has been held in previous years.

Performance Indicator:

- Number of SBDC sponsored/cosponsored seminars/workshops/events

### **Professional Development/Training**

The continued professional development of all staff is required to maintain quality service for SBDC clients.

Performance Indicator:

- Number of hours of Professional Development Training (40 per permanent full time equivalent (PFTE))

### **Public Relations/Marketing Efforts**

The development of an overall public relations and marketing plan to promote the services provided by the center, in accordance with Illinois SBDC branding requirements.

Performance Indicators:

- Number of client-approved success stories submitted through the grant term (minimum 6)
- Number of events hosted in which local, state, and/or federal legislators and other key stakeholders are invited to visit the center (minimum 2)

### **Illinois SBDC International Trade Center (ITC) Goals**

The Illinois SBDC International Trade Center (ITC) program has developed the following set of major program goal areas. These goals serve as a means by which the many important and diverse services and activities of the SBDC ITCs are tracked. The following goals and indicators are the minimum standards by which you must record your activities. Additional goals and indicators may be added by an individual center after consulting with and receiving approval from the SBDC Lead Center.

#### **Economic Impact Results from ITC Assistance**

The area of economic impact is where the return on investment and the value added by the program are tracked. Impact data must be collected regularly on an ongoing basis so that center performance can be regularly reviewed by the Lead Center. All Economic Impact information must be verifiable with approved client attribution documented.

Performance Indicators:

- Number of new jobs created
- Number of jobs retained
- Dollar value of export sales secured (by country)

#### **Business Advice**

The ITC should provide one-on-one international trade guidance and business advising services to existing small business owners.

Performance Indicators:

- Number of advising clients
- Hours of one-on-one advising (minimum 1,100 per \$80,000)
- Number of new advising clients

**Education and Training for Business**

An annual training plan will be submitted in January of each calendar year. This training plan will outline preliminary arrangements for export-related sponsored and co-sponsored workshops, seminars, and events. Plans shall include any available information such as dates, times, speakers, locations, and if the event is new or has been held in previous years.

Performance Indicator:

- Number of SBDC-ITC sponsored/cosponsored seminars/workshops/events

**Trade Specialist Training & Professional Improvement**

The continued professional development of all staff is required to maintain quality service for SBDC-ITC clients.

Performance Indicator:

- Number of hours of Professional Development Training with an International focus (40 per PFTE)

**Public Relations/Marketing Efforts**

The development of an overall public relations and marketing plan to promote the export-related services provided by the international trade center, in accordance with Illinois SBDC branding requirements.

Performance Indicator:

- Number of client-approved success stories submitted through the grant term (Minimum 6)

**Program Requirements**

**Personnel**

The Illinois SBDC Network strives to provide equitable access to resources by providing technical assistance throughout a diverse state. Our goal is to provide a welcoming environment at each service center staffed with professionals who support inclusivity, respect, and value each individual. Compensation offered by host organizations shall be based on the level of responsibility and be comparable to salaries for equivalent positions within the organization or, in absence of equivalent positions, within the area. The Lead Center reserves the right to conduct an annual performance review of any full-time professional staff in addition to any evaluations conducted by the host organization, programmatic, or fiscal reviews.

**Staffing Requirement for SBDC Service Center and Satellite**

Each SBDC service center must be staffed, at minimum, with one full-time center director, one full or part-time business advisor (dependent upon the size of the service area), and one full-time secretary/administrative assistant. Center directors should devote approximately 60% of their time to advising and 40% to managing the center and performing outreach responsibilities and the full-time business advisor should spend 75% of their time providing one-on-one advising and 25% assisting with training programs and other special activities. At a minimum, each SBDC satellite center must be staffed by one full-time business advisor. Any exceptions to the minimum staffing requirements must be made in writing and approved by the Lead Center. Staffing modification requests must be thoroughly justified and based on

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specific needs of the area or client demand that require alternative staffing strategies.

Additionally, each service center should utilize several part-time and/or volunteer assistants on a continuous basis. This could include college student interns, faculty, professional small business experts, and private sector consultants. The additional assistance provides improved effectiveness and efficiency of a center's overall operations.

The Center Director must have control of and budget authority for the SBDC budget.

### **Staffing Requirement for ITC Service Center**

Each Illinois SBDC ITC must be staffed, at minimum, with one professional full-time staff 100% dedicated to the program. The preferred staffing requirements of a fully operational Illinois SBDC ITC are one full-time director who devotes approximately 60% of their time to providing one-on-one business guidance, client outreach, and special activities and 40% in the management and promotion of the center; one full-time trade specialist who devotes 75% of their time providing direct client advice and 25% assisting with training and special activities; and appropriate administrative support for the center. Any exceptions to the minimum staffing requirements must be made in writing and approved by the Lead Center. Staffing modification requests must be thoroughly justified and based on specific needs of the area or client demand that require alternative staffing strategies.

Additionally, each SBDC-ITC service center should utilize several part-time and/or volunteer assistants on a continuous basis. This could include college student interns, faculty, professional small business experts, and private sector consultants. The additional assistance provides improved effectiveness and efficiency of a center's overall operations.

### **Hiring**

Job descriptions for all SBDC vacancies must be submitted to the Lead Center for approval prior to posting. Prior to scheduling interviews, copies of resumes/applications of the top candidates seeking to fill the position of the center director and all professional staff must be forwarded to the Lead Center for review. The Illinois SBDC State Director or designee shall attend the actual interview of the approved final candidates. The Lead Center must provide written approval of all SBDC staff hires. Sample position descriptions are included.

Center Director vacancies are required to be filled within 90 days. Should a viable candidate not be hired, the Lead Center will meet with the host organization to discuss SBDC program participation which may include but is not limited to, termination of the cooperative agreement.

### **Departures**

When possible, the Lead Center should be made aware prior to any professional staff departures to allow for the completion of the Illinois SBDC Exit Form to ensure the continuity of services. At a minimum, the service center host organization must notify the Lead Center in writing within three business days of receipt of a director/professional staff's departure notice. The Lead Center retains the right to review the personnel change of director to determine whether support will continue beyond the quarter during which the change occurs.

### **Standards of Conduct**

All SBDC staff and associated personnel (including volunteers, consultants, students, etc.) for the program are expected to conduct themselves ethically and with integrity, both at work and in the community, in such a manner as to reflect creditability on themselves, their host institution, and the Illinois SBDC Network. Each member of the Network is required to complete a Conflict-of-Interest Agreement annually and to protect the confidentiality of client information.

### **Outside Employment**

All SBDC professional staff engaged in paid activities outside normal working hours and within the scope of SBDC duties must notify the Illinois SBDC State Director to assess any potential conflicts of interest. Notifications must be made in writing and include the nature of the proposed or current activity, and detail

how the activity will not interfere with the full performance of the staff member's SBDC-paid responsibilities. Additionally, assurances must be made that no facilities, equipment, personnel, tools, resources, or services of the SBDC are utilized to support any outside engagement.

### **Program Suspension/Termination**

There must be notification and documentation of the reason for any dismissal of SBDC staff as outlined in the Illinois SBDC Center Operations Manual. Service center directors or any other key staff must be suspended or terminated promptly upon receipt of knowledge that such individual is engaging in or has engaged in conduct resulting in a criminal conviction or civil judgment which would cause the public to question the SBDCs business integrity. Incidents of suspected conflict of interest, breach of confidentiality, or standard of conduct violation(s) must result in the temporary suspension of staff/consultant/contractor involved until a judgment is made. Such cases must be reported, in writing, to the Lead Center for involvement in final decisions.

### **Staff Development**

Center directors are required to participate in all meetings designated by the Lead Center. Business advisors and support staff are strongly encouraged to attend. These meetings provide an excellent opportunity for training, networking, planning, and exchanging information and best practices.

All center directors and business advisors are required to obtain a business development advisor certification designation through a Lead Center-approved curriculum within the first year of joining the SBDC program. The certification process is maintained through the Illinois Entrepreneurship and Small Business Growth Association (IESBGA). All full-time professionals are required to recertify their designation every five years after the initial certification has been awarded. All full-time professional staff is required to complete a minimum of 40 hours of professional development training each year. All centers must utilize the CRM system to track professional development hours for staff.

In addition to the network meetings, the Illinois SBDC State Office may require each service center director's attendance at other training meetings such as those held by IESBGA. The centers shall also identify individual training needs and make the necessary training available for center staff.

## **Marketing**

### **Program Branding and Identity**

Illinois SBDC recognition is crucial to the long-term success of the program. All service centers must follow mandatory policies outlined in the Illinois SBDC Branding Requirements manual. This manual will cover websites, social media, flyers, business cards, email signatures, internal and external signage, and other promotional items. Additional standardized templates for marketing collateral will be distributed and their use will be required in order to provide a consistent and unified brand approach to all successful applicants. Detailed recognition and branding requirements will be provided to all successful applicants.

Each center will identify and promote itself as an "Illinois Small Business Development Center (or SBDC) or Illinois SBDC International Trade Center (or ITC) at (Host Institution)" both verbally and in writing. The Illinois SBDC utilizes a standard logo that must be prominent on all materials. As required by program-specific guidelines, acknowledgment of the support of the U.S. Small Business Administration (SBA), and the Illinois Department of Commerce, shall appear on all materials listed above. Illinois SBDC display items such as banners, table covers, and other promotional items are provided to each service and/or satellite center as marketing tools and must be prominently displayed in a public place within the office.

### **Marketing Outreach**

Each service center must develop and implement a marketing and outreach plan designed to inform its various stakeholder groups and existing and prospective small business owners and entrepreneurs of the services available through the center. A detailed annual marketing plan outline is required with the application. Marketing plans should include variations in delivery to address individualized/specific demographic needs.

Ongoing outreach and communication with stakeholders such as local, state, and federal legislators are

critical to educating them about the services available to their constituents. Regular communication regarding center impact, goal performance, and accomplishments with key stakeholders is required. Each service center must host at least two events per year in which local, state, and/or federal legislators and other key stakeholders are invited to visit the center. Each service center is also required to participate in all Lead Center-sponsored conferences, exhibits, expositions, and workshops. Any exceptions must be requested, in writing, from the Lead Center.

### **Assessment of Geographical Service Area**

#### **Market Sector Focus**

Each Illinois SBDC service center and/or satellite center and each specialty services program must identify its specific targeted market sector(s) (i.e. manufacturing, energy, retail, agri-business, etc...). Service centers must have a clear understanding of their key strengths and effectively collaborate and share their specialized expertise with other members of the SBDC Network. The identified market sector focus should be data-driven and mirror the strengths of the local economy. The support and expertise housed within the host institution will also play an important role in determining the key market sector focus of the SBDC service center and/or satellite center.

#### **Client Needs and Expectations**

Each service center must demonstrate it has a data-driven systematic process(es) to analyze the needs of its small business community in its designated geographical service area to ensure diversity, equity, and inclusivity and utilize the results to develop and deliver programs to meet identified needs. The needs analysis is not required to be a formal research effort, nor must it be a state or regional-wide analysis. It must, however, be designed to obtain information from the relevant public, private, and educational institutions, as well as from owners of small businesses and entrepreneurs to identify and develop valuable services for the Illinois SBDC service center to offer.

The objective is to analyze demographic data to identify and segment customers, markets, and key stakeholders to determine requirements, expectations, products, services, and preferences for each.

#### **Screening and Referrals**

Each Illinois SBDC is expected to provide a basic screening of businesses to determine their potential to successfully export their products or services to international markets or sell in the government or private contracting arenas. Businesses that demonstrate the desire and ability to pursue such market expansion shall be referred to an Illinois SBDC International Trade Center or an Illinois Procurement Technical Assistance Center. Regular follow-up contact is required for all referrals.

#### **Resource and Referral Listings**

Each Illinois SBDC service center is required to compile and maintain an electronic listing of all area business assistance resources, including governmental, educational, and private sector resources. Business clients with adequate financial resources or firms whose requirements are beyond the capacity of the center or resource staff shall be referred to private consultants and other professionals. Each center shall refer clients equitably to at least three available private consultants. Such equitable distribution should prevent over-reliance on any one private consultant or professional. Service centers/staff shall not receive compensation for any such referrals, either directly or indirectly.

### **Education and Training**

Illinois SBDC service centers provide training/workshops that are relevant to groups of entrepreneurs and/or business owners in their proposed service area. Core training should be provided, at minimum, in the following areas:

- financial analysis/access to capital in small business
- starting a small business; business planning; business incorporation
- expanding a small business
- use of social media in small business
- utilization of e-Business technology
- marketing a small business



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- financial planning/small business taxation
- availability and access to local, state, and federal resources

Applicants must ensure that quality training designed to improve the skills and knowledge of existing and prospective small business owners/managers is provided within their respective service areas. A training unit may take the form of a complete course/cohort, conference, or workshop consisting of one or more sessions with a minimum of one hour of training.

Training in basic small business management subjects and in specialized areas shall be emphasized. Topics of special interest to women, minorities, veterans, persons with disabilities, farmers, exporters, and young entrepreneurs are also encouraged.

Pre-business workshops are required of all Illinois SBDCs. The workshop must be titled "Starting Your Business in Illinois" and offered at least once per month. Although these seminars are to be called and marketed as, "Starting Your Business in Illinois" a local tagline is allowable in addition to the standardized title. The base content for this workshop is provided by the Lead Center to ensure a uniform presentation is offered across the state. Providing additional, local content is allowable.

Training attendees may be charged a small fee to attend training workshops to allow the SBDC to recover costs. Fees collected from training attendees are considered "program income" and should be deposited in a designated program income account. SBDCs are not allowed to charge attendees for the "Starting Your Business in Illinois" pre-business workshops.

In no event shall Illinois SBDCs compete with, or duplicate, small business educational programs offered by local colleges, chambers of commerce, private sector organizations, associations, and other small business assistance providers. Applicants are encouraged to utilize co-sponsored training arrangements with these entities to extend outreach and productivity. The final responsibility for the quality of the training rests with the respective Illinois SBDC service center.

### **Service Center Advisory Board**

Illinois SBDC service centers are required to create and maintain must create a board of advisors comprised of local/regional small business owners and other small business-related members such as lenders, equity investors, chamber of commerce and business association representatives, other economic development individuals, educational institution personnel, governmental representatives, stakeholders, and other appropriate individuals who reflect the applicant's market sector focus. When two or more center programs within the Illinois SBDC Network are hosted by the same organization (SBDC and SBDC-ITC), one board of advisors can be utilized to support all center programs.

The center advisory board must meet at least twice per year. Notice of the center's advisory board meeting dates/times, member listing with terms, and any by-laws must be submitted at the beginning of the program year to the Lead Center. All advisory board meetings must comply with the Illinois Open Meetings Act.

### **Financial Management**

Each center must utilize an automated financial management system to maintain accurate and up-to-date financial records. This system must incorporate all SBDC/ITC program costs and written documentation must be maintained for backup. Host institutions are subject to all pertinent federal regulations which govern the administrative and financial management of the programs. Please reference OMB Uniform Guidance (2CFR200) for guidance.

Each service center must utilize either an existing in-house, automated financial management system, or an appropriate financial management software program to maintain accurate and up-to-date financial records. This financial management system must incorporate all SBDC/ITC program costs, including grant funds, cash match, and in-kind match into one general ledger to ensure that costs are tracked separately within the host institution. All program costs must be incurred or expended by the last day of the cooperative agreement. A separate account must be established to be used solely for reporting and maintaining program income.

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Submission of a copy of the organization's general ledger and chart of accounts will be required in conjunction with an annual fiscal review. The general ledger and chart of accounts must provide a clear delineation of grant funds, cash match, and in-kind match costs. Documentation for costs incurred will be required with each cash reimbursement request throughout the grant period to ensure compliance with rules and regulations and upon request during fiscal compliance reviews from federal funding partners. A lack of appropriate fiscal documentation may result in disallowed costs.

Time and effort performance must be documented for all individuals (paid staff, consultants, students, volunteers, etc.) contributing their time toward delivery of center services and who appear in the Cooperative Agreement as being paid with grant dollars, cash match, or in-kind match. Approved Time and Effort Certification forms must be completed and signed by center staff and a supervisor on a monthly basis and submitted in accordance with the cash reimbursement request and/or report deliverable schedule and kept on file at the local office for fiscal monitoring. Activity listed on forms should mirror documented activity in the Lead Center-approved CRM.

### **Office Operations**

#### **Office Locations**

Illinois SBDC service centers must maintain a professional, fully equipped, Americans with Disabilities Act (ADA) compliant office location that is easily accessible and visible to small business clients. Each facility must have adequate parking for business clients and signage must clearly indicate the Illinois SBDC's location. The location of a service center and/or satellite center must be thoroughly described and justified in the application narrative. A center's location should be convenient to its constituent base. A proposed center located in a convenient, business-like environment will receive special consideration in the application review process. Co-location of multiple programs at one location is also strongly encouraged. A dedicated and secure area must be provided to meet with clients and must be adequate to protect client confidentiality. Each service center must have access to adequate conference room facilities to accommodate group training sessions. Each SBDC shall maintain a separate and publicly listed phone number. High-speed internet access must be provided for center staff and clients on-site and internet hot spots must be made available for center staff providing client services off-site.

#### **Hours and Holidays**

All Illinois SBDC service centers must be open for service and operate on a full-time, 5-day per-week basis excluding weekends and holidays. Satellite locations are not required to operate on a full-time basis, hours of operations, along with any changes, must be communicated with the Lead Center prior to the change. Special consideration will be given to applications that offer extended evening and/or weekend hours. The total number of holidays (days closed) during the program year must not exceed 13 in a 12-month period. Service centers are required to submit a listing of all planned host organization building closures at the beginning of the calendar year. Any unplanned closures exceeding one working day require formal notification to the Lead Center. All notifications must include the process for handling client calls/inquiries during the closure. Additionally, each service center is required to provide, at minimum, 1100 hours of one-on-one advising per \$80,000 in grant funds received. Any full-time staff member that will be out of the office for three or more consecutive business days is required to notify the Lead Center.

#### **Program Files**

Each Illinois SBDC service and satellite center must maintain a system of files that is functional, efficient, and easily retrievable. To achieve this state, Illinois SBDC Network files are paperless. Any older center files that are not in electronic format are required to be maintained in secure locations with access limited to authorized SBDC staff.

#### **Client Files**

All SBDC client files are required to be kept electronically in the Illinois SBDC Lead Center-approved CRM only; files stored in other systems provided by the host organization, etc. are disallowed to preserve confidentiality. All client files shall include a signed SBA 641 Request for Consultation, correspondence, advising activity, shared documents, notes, reports, attribution, and verification documentation. Advising notes are required to be thorough and provide adequate details of the service

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request(s), proposed work plan, follow-up activities, assigned tasks, referrals, and timelines for completion.

### **Training Files**

All SBDC-sponsored and co-sponsored training files are required to be kept electronically in the Illinois SBDC Lead Center-approved CRM only; files stored in other systems provided by the host organization, etc. are disallowed to preserve confidentiality. All training files shall include a completed SBA 888 Training Form, a list of attendees with any collected demographic information, evaluation forms to assess training topic and instructor performance, marketing materials and brochures, presentation information, and any financial information.

### **Personnel Files**

Each service center must maintain personnel files on all full and/or part-time staff. Personnel files shall include a copy of the signed Conflict of Interest Statement and resume. The original signed Conflict of Interest Statement must be submitted with the annual Cooperative Agreement to the Lead Center. Signed monthly Time and Effort Certification forms are required on all staff included as part of the Cooperative Agreement.

### **Disaster Operations Plan**

Each Illinois SBDC service center must have in place a disaster plan in coordination with the host institution to ensure the delivery of services to small businesses in its area of operations, and such plans must be kept on file and available for review by Illinois SBDC Lead Center and SBA officials. Plans should be reviewed annually and updated as needed. Illinois SBDCs individually, and in cooperation with SBA and other federal agencies as well as state and local entities, are encouraged to provide disaster recovery assistance to support impacted small businesses in local economies.

### **Additional Resources**

All Illinois SBDC service centers should bring the following minimum outside resources to the program:

- pro bono advisors/private consultants
- faculty advisors (where available)
- student resources (where available)
- women and minority business owners to assist emerging business owners in mentor/protégé or coaching relationships
- resource directory of federal, state, and local resources available to small businesses through the Illinois SBDC Network including, but not limited to, Illinois Manufacturing Excellence Centers (IMEC), Procurement Technical Assistance Centers (PTACs), SBDC International Trade Centers (ITCs), and Small Business Environmental Assistance Program (SBEAP), and small business tax credit programs
- linkage to information specialists and technology transfer agents as well as lab, engineering, design, and technology adaptation facilities
- maintenance of cooperative working relationships with financial institutions, CPA associations, bar associations, management groups, trade associations, business organizations, chambers of commerce, and SBA Resource Partners
- establishment and maintenance of a basic digital and/or physical library for client usage that contains SBA and State of Illinois publications as well as small business-related periodicals pertaining to business planning, marketing, financing, management materials, statistical data needed by small businesses, and other reference materials
- financial analysis software when assisting clients with loan structuring

Small businesses which participate in Illinois SBDC activities may have requests for services that are beyond the expertise of the SBDC business advisor. In such cases, the SBDC shall assist the small business client by directing and arranging for assistance from other cooperating service providers or private sector resources. The Illinois SBDC-ITC must develop, market, and present export training programs, workshops, and/or seminars for new-to-export businesses.

### **Technology Services**

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Each Illinois SBDC application must include a plan to provide technology-related services to program clients. These services, which may be provided directly by SBDC staff or secured through other resources, shall include, but are not limited to the following:

- make linkages for clients with appropriate resources for assistance on Federal research and development grants
- conduct seminars and/or training sessions aimed at furthering the technical and intellectual skills of Illinois business owners, managers, and entrepreneurs in the area of technology
- assist with general feasibility studies of new venture ideas
- provide marketing assistance for technology clients
- assist Illinois innovators in locating Illinois manufacturers to produce and market their inventions

The Illinois SBDC-ITC shall provide client advice on exporting to Illinois small and medium-sized businesses seeking international trade assistance. The Illinois SBDC-ITC must develop and maintain follow-up contacts and network with other private and public sector international trade providers and resources. The Illinois SBDC-ITC must develop, market, and present export training programs, workshops, and/or seminars for new-to-export businesses.

### **International Trade Centers**

#### **Business Advice, Services, and Assistance**

The Illinois SBDC-ITC shall provide client advice on exporting to Illinois small and medium-sized businesses seeking international trade assistance. Advice shall be provided at the center and/or on-site at the business location. Advice services shall include but not be limited to pricing, documentation, finance options, shipping and logistics information, translation, foreign market and industry research, tariff schedules, and industry classifications.

Depending on the availability of funding, each Illinois SBDC-ITC should provide a full-time Trade Specialist to provide one-on-one trade assistance. This assistance may be provided either directly through a contractual agreement with recognized experts, or indirectly through referrals to cooperating agencies or organizations. This assistance will provide international trade information, preliminary market research for clients, and assist clients in developing an international marketing plan and/or business strategy.

The Illinois SBDC-ITC shall promote and market the ITC and the SBDC services throughout the designated ITC service-delivery area. The ITC shall utilize such vehicles as newsletters, brochures, public speaking promotions, advertisements, and articles in accordance with Illinois SBDC branding requirements and work with other Illinois SBDC service centers/referrals as appropriate.

#### **Additional Resources for ITC**

The Illinois SBDC-ITC must serve as an outreach location for the Illinois Department of Commerce's Office of Trade and Investment (OTI) promoting OTI services, trade shows, and other programs. The ITC shall, when appropriate, refer clients to OTI staff for further assistance. The ITC shall closely coordinate activities with OTI domestic and foreign-based offices.

The Illinois SBDC ITC must develop and maintain follow-up contacts and network with other private and public sector international trade providers and resources.

The trade specialist must schedule and visit, on a regular basis, designated SBDCs located in the ITC service/delivery area to provide client advice and other services as needed. The ITC will participate in coordination meetings of the SBDCs, all Illinois SBDC/IESBGA meetings, OTI-sponsored annual strategic planning meetings, and other meetings specified by the Illinois SBDC Lead Center. The trade specialist shall provide other services and assistance as required to achieve the objectives of the ITC.

Each Illinois SBDC ITC will establish and maintain a basic international trade library that contains export-related periodicals, U.S. Department of Commerce, U.S. Small Business Administration, other federal agency publications, and State of Illinois materials. Publications shall cover such topics as the basics of exporting, international marketing, country/market trends and statistics, industry statistical data, financing,

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and other relevant reference materials. These materials will be used to help market and promote the services and activities of our private and public resource partners.

Access to these resource materials should be available by the ITC for client use as appropriate. Additional and more comprehensive resources shall be identified and made available through other areas of international trade providers such as public libraries, local colleges, state and federal government offices, and other community resource Centers.

### **Education and Training for ITC**

The Illinois SBDC-ITC must develop, market, and present export training programs, workshops, and/or seminars for new-to-export businesses. The Illinois SBDC-ITC must develop, market, and present Exporters Forums and other networking and training opportunities for new-to-market and more experienced exporting businesses.

The trade specialist must participate in Illinois SBDC meetings in the ITC service delivery area as well as center-designated meetings as directed by program management. Participation in the IESBGA State Conference, America's SBDC Annual Conference, North American Small Business International Trade Educators (NASBITE), and other training opportunities provided by relevant resource partners are strongly encouraged to stay abreast of important changes in international trade essential professional development.

### Other Information

#### **Center Type**

Applicants may apply for a stand-alone Illinois SBDC Service Center, or an Illinois SBDC Satellite Center (which requires a linkage to a host Service Center application). Satellite locations are resource-sharing, collaborative models that provide SBDC services in extended areas without duplicative administrative costs. If an applicant has operated an Illinois SBDC Service Center for a period of five (5) years or more and has an interest, they may submit a consolidated application covering an Illinois SBDC and an Illinois SBDC International Trade Center. The consolidation of resources will help to reduce administrative costs, enhance regional cooperation, and foster synergy among all programs. To effectively serve an area, applicants may propose the use of video and/or internet hybrid services and/or other methods of communication. Institutions are encouraged to establish coalitions with other service provider organizations within the region to deliver program services in the most effective and efficient manner possible.

Special consideration will be given to those applications which best demonstrate cost-sharing, cooperation, coordination, and consolidation within their respective regions.

#### Governing Authority/Order of Precedence

This application is subject to the following requirements and representation, whether stated explicitly or incorporated by reference:

- 1) Any Federal and State of Illinois statutes, regulations, and policy documents
- 2) The SBDC Program Announcement 2023 issued by the Office of Small Business Development Centers of the U. S. Small Business Administration (SBA)
- 3) Any terms and conditions cited in the formal application and grant agreement issued by the Department of Commerce/Illinois SBDC

## **B. Funding Information**

This grant program is utilizing federal pass-through and state matching funds appropriated by the General Assembly for grants to Small Business Development Centers. Total amount of funding expected to be awarded through this NOFO is up to \$5,585,000. Awards will range from \$40,000 to \$525,000. Additional supplemental funds of up to \$2,175,000 in Federal funding are available for successful service center applicants who are interested in providing specific, targeted technical assistance to childcare providers interested in applying for the Strengthen and Grow Child Care Grant (SGCCG), administered by the Illinois Department of Human

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Services (DHS), see Appendix 1. The minimum annual funding request for an Illinois Small Business Development Service Center is \$80,000. The Department expects to make up to 57 awards through this NOFO.

Anticipated start date for awards is January 1, 2023. The period of performance is expected to be January 1, 2023, through December 31, 2023.

This Notice of Funding Opportunity covers a three (3) year period of January 1, 2023 – December 31, 2025, applications should detail a project plan that reflects this time period. However, executed grant agreements as a result of this NOFO will be for a single year with an option to receive two (2) 1-year extensions. Grant funds requested within the application and the budget template should reflect a single year and include a matching contribution of 100% of the awarded grant amount. Successful applicants must provide a minimum of 50% of the match in cash upfront each award year. Any request for the one-time supplemental funding (see Appendix 1) will be awarded in a separate, single agreement with an end date of 06/30/2024. The Illinois SBDC is a reimbursement program. Costs must be accurately recorded and reported in order to receive grant funds. Each Illinois SBDC is required to provide a minimum of 1,100 reportable hours of one-on-one advising per \$80,000 in grant funds received annually from the Illinois Department of Commerce. The intent is to operate up to 37 service centers and 13 satellite centers with total award amounts of approximately \$5.585 million in combined Federal and State funding. The total amount of program dollars awarded is subject to the availability of state and federal appropriations. Additional supplemental funds of up to \$2.175 million in Federal funding are available for successful service center applicants who are interested in providing specific, targeted technical assistance to childcare providers interested in applying for the Strengthen and Grow Child Care Grant (SGCCG), administered by the Illinois Department of Human Services (DHS), see Appendix 1.

The Illinois Department of Commerce's regional focus facilitates reduced administrative costs, the maximum use of available resources and stronger regional coordination of all small business assistance services to better meet regional needs.

Applicants requesting funding through this opportunity must clearly demonstrate how small businesses and entrepreneurs have been identified, how their needs have been assessed, and how the program services will be provided to address these needs throughout the regional service area. The applicant's service area must be clearly defined by county lines or the Department of Commerce's defined regions (except in Cook County which may be defined by street intersections). In order to provide geographical coverage across the state, the Lead Center reserves the right to award funding to one or more applicants in a specific territory. In instances where more than one applicant is funded in a county, proposed territories overlap, or counties are left unserved, the Lead Center will ask the Center to reserve the right to allocate funding to best meet the needs of the business community.

Special consideration will be given to those applications which best demonstrate cost-sharing, cooperation, coordination, and consolidation within their respective regions.

Applicants must submit a project narrative that describes in detail how the award will be executed. The project narrative should include enough information for DCEO to understand the scope of the project, the budget, including a detailed breakdown of the costs associated with each budget line and any additional necessary detail to enable DCEO to manage the grant agreement activity against planned project performance. The Project Narrative must include evidence of capacity, quality and need as defined in Section E.1.

**The release of this NOFO does not obligate the Department to make an award.**

### **C. Eligibility Information**

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a valid UEI number (<https://sam.gov>);
- Has a current SAM.gov registration (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable ([https://www.cyberdriveillinois.com/departments/business\\_services/corp.html](https://www.cyberdriveillinois.com/departments/business_services/corp.html));
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Marking SAM.gov registrations as “public” will allow the GATA Grantee Portal to expedite the review of the federal information. Making the SAM.gov registration “private” will not prevent the review; however, it will slow down the review process.

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

#### **1. Eligible Applicants include:**

Eligible applicants include:

- ☐ Fully accredited institutions of higher education such as public and private universities, state, and community colleges;
- ☐ Private nonprofit corporations engaged in economic development activities;
- ☐ Local counties or municipalities that have pre-existing community/economic development departments and/or programs; and
- ☐ Public economic development institutions such as workforce investment boards and economic development corporations.

Each applicant shall demonstrate the following attributes:

- Partner is well established (at least 5 years in operation) with a mission that aligns with the Illinois SBDC mission;
- Organization must be fiscally sound with the ability to cash flow the SBDC operations at the start of the program year and provide proof of cash match sources;
- The host has experience in receiving, expending, tracking, and reporting government funding;
- The host is able to attract and retain a diverse, well-educated, experienced staff with a very strong passion to serve small businesses and help them succeed; and,
- The host can demonstrate the ability to identify and access various small business-related resources to help assist small business clients as needed.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works

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Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

### **2. Cost Sharing or Matching.**

A minimum overall matching contribution of 100% of the grant amount is required which includes a required minimum cash match of 50% of the grant amount. An in-kind (non-cash) match of 50% of the grant amount may be provided to meet the full required matching contribution of 100% of the grant amount.

All listed cash and in-kind match must be committed up front and identified by source and amount/value in the grantee budget. In addition, the contributors, requirements, specifications, and/or deliverables must be clearly identified in the application. Verification documents can include, but are not limited to, copies of signed leases, signed agreements, signed MOUs, or contracts.

### **3. Indirect Cost Rate.**

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

c) De Minimis Rate. An organization may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

The Illinois SBDC does not allow grantees to recover indirect costs from the grant funding provided for this program. However, a grantee may utilize waived indirect costs towards the in-kind (non-cash) matching requirement. In order for a grantee to apply waived indirect costs toward the in-kind match requirement of this grant they must have an approved Indirect Cost Rate agreement from a cognizant federal agency, utilize the 24% indirect cost rate agreement approved by the U. S Small Business



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Administration for the SBDC program, take the 10% de minimus rate or negotiate a separate state rate.

If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted to the State of Illinois through the indirect cost rate system, CARS, no later than three months after the effective date of the award. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six months after the close of the grantee's fiscal year. All grantees must complete an indirect cost rate negotiation or elect the de minimis Rate in CARS to claim indirect costs. Indirect costs claimed without an established negotiated rate or a de minimis Rate election in CARS may be subject to disallowance. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Grantees that elect not to claim indirect costs cannot be reimbursed for indirect costs. The organization must record an election of "No Indirect Costs" into CARS.

If an indirect cost rate is listed in the budget template and used towards the match requirement of the grant, a copy of the current Indirect Cost Rate Agreement must be submitted with the application.

#### **4. Other, if applicable.**

Costs for developing proposals are entirely the responsibility of the applicant and shall not be reimbursed by the Department of Commerce and Economic Opportunity.

Applicants may submit one application for this opportunity.

### **D. Application and Submission Information**

#### **1. Address to Request Application Package.**

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

Ericka A. White  
Illinois Department of Commerce & Economic Opportunity  
500 E Monroe  
Springfield, IL 62701  
Tele: 800-252-2923  
Email: [Ericka.White@illinois.gov](mailto:Ericka.White@illinois.gov)

#### **2. Content and Form of Application Submission.**

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- ☐ Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Conflict of Interest Disclosure
- ☐ Mandatory Disclosures

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This Notice of Funding Opportunity also requires the submission of the following other programmatic-specific items:

- ☐ Project Narrative – Notate Service Center Host or Satellite Applicant
- ☐ Performance Measures/Scope of Work Form – Service Center Host Applicant
- ☐ Personnel Detail Form – Service Center Host Applicant, Satellite Applicant
- ☐ Current DEI Plan – Service Center Host Applicant
- ☐ Sources of Match (Cash and/or In-Kind Match, Indirect Cost Rate Agreements)

The completed, signed application must be submitted in the order shown below as a single PDF document by 5:00 PM (CDT) Friday, December 15, 2022.

**The required format for the Narrative can be found below:**

### Project Narrative

The Project Narrative must include an Executive Summary and information addressing the Program Requirements in #s 1-9 below. **Be sure to address all the subsections under each underlined header as they are listed in the sections above.**

Executive Summary - The maximum one-page, single-spaced, executive summary must include an overview of the major highlights and key points of the application, including the center type applicant is applying for (full SBDC service center, SBDC-ITC, or SBDC satellite, identification of potential satellite application from a partner organization, and the amount of funding requested. Additionally, the summary should include information on how the applicant incorporates diversity, equity, and inclusion (DEI) into its organizational culture. A copy of a current DEI plan will also be a required component of the application package.

### Program Requirements:

- 1) Personnel: Describe how your organization will adequately hire, manage, and review the performance of center staff (including consultants, volunteers, students, etc.). An organizational chart of the center(s) and of the host institution is required. Resumes and an Illinois SBDC Personnel Detail form (provided) should be submitted for all key program staff (e.g., center director, business advisor, office support, etc.) listing the specific duties and responsibilities of each person. Describe in detail how staff impacts the delivery of center services. Please note that any member listed as SBDC staff and reported on the budget above the level of Center Director is limited to no more than 5% budget allocation. Exceptions must be requested, in writing, to the Illinois SBDC State Director.
- 2) Marketing: In addition to the sections listed below, your submission should include an overall diverse marketing strategy that is tailored to the specific demographics identified in the proposed service area of your application.
  - Recognition, Branding, and Identity - Describe your plan to promote the SBDC national brand utilizing the SBDC logo, SBDC branding requirements, and incorporating the SBDC identity standards throughout the service center and/or satellite location.
  - Marketing Outreach - Provide an outline of the plans to market the services and programs of the center(s) to the appropriate client base and to comply with all marketing and branding requirements of the Illinois SBDC program.
- 3) Assessment of Geographical Service Area: It is important that your demographic and market sector is supported by data.
  - Market Sector Focus - Fully describe the market sector focus for the planned Small Business Development Center and each of the specialty services programs that are included in this application. Clearly identify the key strengths of the applicant and how the applicant plans to share these strengths and special market sector focus with the other programs. Each Illinois SBDC and

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each specialty services program must identify its specific market sector and demographic focus and strengths. This focus should be data-driven and based on the strengths of the local economy as well as the abilities and strengths of the local SBDC. The support and expertise housed within the host institution will also play an important role in determining the key market sector focus of the SBDC.

- **Client Needs and Expectations** - Describe the data-driven systematic process or processes used to analyze the needs of center clients and the small business community to ensure diversity, equity, and inclusivity. The objective is to analyze demographic data to identify and segment customers, markets, and key stakeholders to determine requirements, expectations, products, services, and preferences for each.
  - **Screening and Referrals** – Describe how you will screen clients to determine their potential to successfully export or sell to the government. Please indicate in this section if you plan to also submit an application package for the Illinois Procurement Technical Assistance Center program.
  - **Resource and Referral Listings** - Describe how the center will compile and maintain an equitable electronic listing of all area business assistance resources, including governmental, educational, and private sector resources. The plan shall include how the center will ensure that staff does not receive compensation for direct or indirect referrals.
- 4) **Education and Training** – Describe the core training that will be provided through your service center and how those topics will be chosen. Your narrative details must include how you will ensure that quality training designed to improve the skills and knowledge of existing and prospective small business owners/managers will be provided within your respective service areas, including the location and capacity, instructors, and a proposed program year training listing.
- 5) **Advisory Board** - Describe the makeup of the center's Advisory Board and how it will be utilized to support the center. Please indicate how often the Advisory Board will meet and include a list of members and organizations/sectors represented.
- 6) **Financial Management** - Identify the fiscal agent for the center program(s). Describe your organization's fiscal procedures and controls and responsible staff in the following areas:
- reconciliation of cash accounts, segregation of program income, maintenance of property control records, time and effort certification, bookkeeping procedures, and the maintenance of general ledgers.
- 7) **Office Operations** - Identify the location, address, and operating hours of the center(s). Provide a description of the physical space and capacity, client intake area, and how clients will be serviced when professional staff is out of the office. Include a description of the facility, parking arrangements, accessibility, and internal and external signage. Your narrative should also provide details on how equipment and program files will be handled and include a disaster operations plan.
- 8) **Additional Resources** – In the spirit of communication, collaboration, and cooperation, it is imperative that we work with our economic development and business service organization partners throughout the state. These partnerships allow us to share expertise, and resources and create a synergy that benefits the business community. Please detail the relationships and provide examples of how the center currently interacts with outside resources and how those relationships will benefit the SBDC program and its clients.
- 9) **Targeted Services** (optional, only if you are applying for one of the below opportunities)
- **SBDC International Trade Centers (ITC)** – Applicants who have operated an SBDC for 5 consecutive years or previously operated an SBDC-ITC are eligible to apply for an ITC if they choose. Narrative responses must include details on how the applicant will provide client advice on exporting to Illinois small and medium-sized businesses seeking international trade assistance. The Illinois SBDC-ITC must develop and maintain follow-up contacts and network with other private and public sector international trade providers and resources. Additionally, the Illinois SBDC-ITC must develop,

market, and present export training programs, workshops, and/or seminars for new-to-export businesses. ITC requests must include the funding amount requested to provide ITC services.

- Strengthen and Grow Child Care Grant Supplemental Funding (SGCCG) – The narrative response should detail how you will utilize supplemental funding to provide technical assistance to childcare providers and assist them in applying for the SGCCG program as detailed in Appendix A. Details should include a copy of the job description for the business advisor dedicated to assisting SGCCG participants (including a completed personnel form), location of service, service delivery methods, market sector focus, data supporting area providers serving low-income families, and training plans/calendar. Your application response must include the funding amount requested on a separate budget template to provide the targeted childcare technical assistance. Please note: Match dollars are *not* required for this supplemental funding source however you must be approved as an SBDC to be eligible to receive funding.

### **3. Unique Entity Identifier (UEI) and System for Award Management (SAM).**

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). Please note, making SAM.gov registrations “public” will expedite the GATA Grantee Portal pre-qualification process.
- (ii) Provide a valid UEI number in its application, which matches the UEI number used in both the applicant entity’s SAM registration and GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

### **4. Submission Dates and Times.**

Applications for this opportunity must be submitted by 5:00 PM (CDT) Friday, December 15, 2022.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/6e06cc5b2288453e9ce20efc81d62389>. The detailed application must be submitted as a single PDF file. Font size should be no smaller than Arial 10 with normal page margins.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

### **5. Intergovernmental Review, if applicable.**

N/A

### **6. Funding Restrictions.**

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This opportunity does not allow reimbursement of pre-award costs. Other restrictions can be found in C.3.

### **7. Other Submission Requirements.**

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

## **E. Application Review Information**

### **1. Criteria.**

The Illinois Department of Commerce's regional focus facilitates reduced administrative costs, the maximum use of available resources and stronger regional coordination of all small business assistance services to better meet regional needs.

Applicants requesting funding through this opportunity must clearly demonstrate how small businesses and entrepreneurs have been identified, how their needs have been assessed, and how the program services will be provided to address these needs throughout the regional service area. Using demographic data, the applicant must provide a plan to ensure diversity, equity, and inclusivity throughout staff and client bases. The applicant's service area must be clearly defined by county lines or the Department of Commerce's defined regions (except in Cook County which may be defined by street intersections). In order to provide geographical coverage across the state, the Lead Center reserves the right to award funding to one or more applicants in a specific territory. In instances where more than one applicant is funded in a county, proposed territories overlap, or counties are left unserved, the Lead Center will ask the Center to reserve the right to allocate funding to best meet the needs of the business community.

Applicants may apply for a stand-alone Illinois SBDC Service Center, or an Illinois SBDC Satellite Center (which requires a linkage to a host Service Center application). Satellite locations are resource-sharing, collaborative models that provide SBDC services in extended areas without duplicative administrative costs. If an applicant has operated an Illinois SBDC Service Center for a period of five (5) years or more and has an interest, they may submit a consolidated application covering an Illinois SBDC and an Illinois SBDC International Trade Center. The consolidation of resources will help to reduce administrative costs, enhance regional cooperation, and foster synergy among all programs. To effectively serve an area, applicants may propose the use of video and/or internet hybrid services and/or other methods of communication. Institutions are encouraged to establish coalitions with other service provider organizations within the region to deliver program services in the most effective and efficient manner possible.

Special consideration will be given to those applications which best demonstrate cost-sharing, cooperation, coordination, and consolidation within their respective regions. Applicants should indicate in the narrative if they are also submitting a separate funding application for an Illinois Procurement Technical Assistance Center.

The Illinois SBDC is a collaborative effort between universities, colleges, economic development groups, business organizations, and local, state, and federal governments to serve the management and technical assistance needs of Illinois small businesses, entrepreneurs, and small technology companies. Applications must clearly demonstrate how the applicant will assess and coordinate these various resources in order to provide quality assistance. The Illinois SBDC is a reimbursement program. Costs must be accurately recorded and reported to receive grant funds. In order to effectively administer and deliver services the applicant is expected to secure additional support and cash resources beyond the minimum levels required in the application. The applicant will receive credit in

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the application review process for leveraging additional cash resources. Applicants are encouraged to detail these resources within the application narrative as part of the coordination/cooperation section.

Grant proposals will be reviewed on a competitive basis. Each proposal will be scored on a 400-point scale (or on a percentage scale). The Department shall consider the following criteria when evaluating the application submittal: Need, Capacity, and Quality

<b>Need- Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose</b>	
Executive Summary detailing overview of key points of application	15
Assessment of Geographical Service Area including the Market Sector Focus, Client Needs and Expectations, Screening and Referrals, and Resource and Referral Listings	80
Education and Training provided through center and how topics will be chosen	25
Financial stability of organization – Matching funds identified and additional support provided beyond minimum requirement to assist with growth strategy	15
<b>Capacity- The ability of the applicant to execute the project according to requirements of the grant program</b>	
Inclusive, diverse personnel selections that adhere to SBDC staffing policies outlined in the application and include required documents (org charts, personnel detail forms, resumes, DEI plan, job descriptions)	70
Financial Management controls and experience, financial management systems	15
Additional outside resources that align with the SBDC Partnership model and enhance advising and training offerings and client engagements	25
Performance Indicators/Measures addressed and reasonable levels set	25
Budget Summary completed accurately and costs reasonable	30
<b>Quality- The totality of features and characteristics of the project that indicate its ability to satisfy the requirements of the grant program</b>	
Marketing through SBDC Program Branding Requirements and targeted diverse marketing outreach to ensure marketing campaigns are individualized based on demographics targeted.	30
Utilization of an advisory board specific to the SBDC program, comprised of the appropriate member mix with listing included in the application package.	10
A detailed description of overall office operations including location(s), office layout, hours and holidays, files systems, disaster operations plan, and internal and external signage.	40
Completeness of application package, overall quality of proposal	20

## 2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. Grants will be awarded utilizing a multi-phase review process. The process consists of a three-phase approach to fully evaluate applicants' applications

### Phase 1: INITIAL REVIEW

The Illinois SBDC staff will perform an initial cursory review to ensure proposals are in compliance with basic form and content requirements. At this time the applications are logged in with the applicant's name, submission date, center type, and funds requested.

### Phase 2: IN-DEPTH APPLICATION REVIEW

All applications undergo an in-depth review by a minimum of three department staff persons. Reviewers utilize the Application Review Instrument to evaluate the strength and completeness of the

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application. At least one of the reviewers must be an Illinois SBDC Network staff person. Reviewers may also be selected from other Bureaus/Divisions of the Department of Commerce and Economic Opportunity. Following in-depth review and scoring by at least three staff persons. The application scores are compiled.

### Phase 3: STAFF RECOMMENDATIONS/FINAL REVIEW:

Following the completion of the Phase 2 Review, the Illinois SBDC staff develops funding recommendations, taking into account the available state and federal appropriation levels for the SBDC program. These recommendations are submitted for review, approval, and processing through the Department of Commerce and Economic Opportunity and Small Business Administration for funding approval.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website: <https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappealreview.html>.

### 3. Anticipated Announcement and State Award Dates, if applicable.

The Department anticipates sending Notices of State Award (NOSA) approximately 12 weeks after the application period is closed.

The Department reserves the right to issue a reduced award, or not to issue any award.

## F. Award Administration Information

### 1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

### 2. Administrative and National Policy Requirements.

**COVID-19 Requirements:** Due to the COVID-19 public health emergency, to be eligible to receive an award, grant applicants are required to adhere to all applicable executive orders issued by the Governor of Illinois, rules issued by an Illinois state agency, or other directives and/or guidance issued by Illinois state agencies related to the prevention of the spread of COVID-19. These same requirements will apply to grantees in carrying out the activities in the award throughout the award term.

**Subrecipients and Subcontractors:** Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

**Grant Uniform Requirements:** The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce

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administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

**Procurement:** Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

### 3. Reporting.

#### **Periodic Performance Report (PPR) and Periodic Financial Report (PFR)**

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

#### **Monitoring**

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

#### **Audit**

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

Each center must maintain records in accordance with specific program guidelines and policies including the use of the current customer relationship management system (Neoserra), Fiscal Reporting in the Grantee Reporting System (GRS), and Grantee Reports for the Department to monitor the grant. The components that are captured by the reporting system are:

#### **Neoserra (Customer Relationship Management System)**

- ☐ Program Activity Report - The activity report must be clear, and concise and highlight significant program activities for the prior period, consistent with SBA guidelines. These center highlights must be entered into the designated electronic management information system (Neoserra) within five (5) days after the end of the quarter.
- ☐ Economic Impact Reporting/Job Count FTE Certification Reporting - Signed verification for all economic impact results must be secured from center clients and maintained in the center's client files. Economic impact results must be maintained in the designated client tracking management information system (Neoserra) as it occurs. Required specified information must be secured from clients for each reported job created and each reported job retained as a result of the center's services. All centers must use the economic impact survey feature to secure information on reported economic impact from clients.
- ☐ Success Stories - Each center is responsible for developing success stories (as they occur) and reporting them in the designated customer relationship management system.
- ☐ Management Training Reports (888's) - Shall be entered into the designated customer relationship management system when ready to promote and attendance within five (5) business days of completion of the training event or co-sponsored event.
- ☐ Grantee Reporting System (GRS)



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- ☐ Grant Costs - Reporting of grant costs are to be done on an ongoing basis via GRS, monthly reporting of costs is encouraged however costs must be reported quarterly at minimum.
- ☐ Match Costs - Reporting of match costs are to be done on an ongoing basis via GRS, monthly reporting of costs is encouraged however costs must be reported quarterly at minimum.
- ☐ Cash Requests - Reimbursement requests are to be done on an ongoing basis via GRS, monthly cash requests are encouraged to facilitate cash flow however cash shall be requested quarterly at minimum.
- ☐ Program Income Reporting - Earnings by the Grantee, including interest income, realized from Grant-supported activities must be reported to the Department on an ongoing basis and expended only for purposes specified in the Scope of Work via GRS.
- ☐ Department Required Reports
- ☐ Periodic Financial Report (PFR) Submission of the PFR is required at a minimum on a quarterly basis but will be outlined in the Reports Deliverable Schedule. The report is required for the Department of Commerce to monitor the expenditures and progress of the grant.
- ☐ Periodic Performance Report (PPR) – Submission of the PPR is required at a minimum on a quarterly basis but will be outlined in the Reports Deliverable Schedule.
- ☐ Final Periodic Financial Report (FPFR) and Final Periodic Performance Report (FPPR) – Submission of the FPFR and the FPPR are required within 30 days of the end of the grant period or the effective date of the termination of this agreement, whichever comes first. The reports will be prepared based on final entries into GRS and Neoserra. Submission of this report shall include a Property Inventory Form if required..

### G. State Awarding Agency Contact(s)

Ericka A. White  
State Director – Illinois SBDC Network  
Illinois Department of Commerce & Economic Opportunity  
500 E. Monroe  
Springfield, IL 62701  
Tele: 800-252-2923  
Email: [Ericka.White@illinois.gov](mailto:Ericka.White@illinois.gov)

### H. Other Information, if applicable

#### Definitions

Listed below are definitions of several terms commonly used in the Small Business Development Center Program:

#### **Applicant**

An eligible organization that applies for funding.

#### **Budget Period**

The 12-month period, in which expenditure obligations are incurred by an SBDC network coinciding with the calendar year.

#### **Businesses Created, Number of (Reporting)**

Clients that could start (indicated they are in business) as a result of services received. Computed by EDMIS, businesses are considered “Started” if, at the previous session (whether in the current fiscal year or a past one), the client was not “in business,” and at a subsequent session or update (in the fiscal year being reported) was “in business” (Form 641).

A new business start is counted for any advising or training session within the specified time frame, FY or Quarter, that indicates the client is in business (the **In-Business** flag is marked yes) and where all prior sessions, including sessions outside the time frame, indicates the client was not in business (the **In-Business** flag is marked no).

### **Capital Infusion**

- Dollar Amount of SBA Loans;
- Dollar Amount of non-SBA Loans; and
- Dollar Amount of Equity Capital (to include private investment)

Capital infusion includes all forms of debt and investments from all sources (i.e., lines of credit, consumer debt products used specifically for the business, angel investors, owner's capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual drawdowns.

### **Reporting Capital Infusion**

Capital infusion will be tracked throughout each fiscal year and compiled from year-to-year to collect aggregate data. Capital infusion is the aggregate amount from Form 641, Total Dollar Amount of SBA Loans, Total Dollar Amount of non-SBA loans and Dollar Amount of Equity Capital Received. Capital infusion shall be reported, client-by-client once it is known as an update on Form 641 and uploaded to EDMIS on a quarterly basis.

### **Cash Match**

Each grantee is required to ensure no less than a fifty (50%) percent cash matching contribution. This cash outlay shall not include indirect costs, in-kind contributions, or program income derived from activities supported in whole or in part with Federal, State, or match funds. Direct cash match committed by the applicant organization (i.e., personnel services, fringe benefits, consultants, etc.) may be included in the cash match only to the extent that these costs were committed as part of the specific direct line costs verified by the Certifying Representative prior to funding. Further, the cash match shall not include: (1) Funds contributed from other Federal sources; (2) Program income or fees collected from recipients of assistance, whether collected by the lead SBDC or other service centers. (3) Amounts committed by the applicant organization for unidentified and/or contingent costs in the budget proposal.

The cash match must be committed up front and identified by source and amount in the grantee budget. In addition, the contributors, requirements, specifications, or deliverables must be clearly identified in the application. The cash account allocated to the program, as well as the entire budget, must be under the direct management of the Center Director. The availability of this cash contribution for program operations must be certified by the official from the applicant organization who signs the agreement. All cash match must be verifiable back to the SBDC ledger.

### **Contact Hours**

The amount of time spent directly advising/interacting with a business or individual client.

### **Client**

The client is in business if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving SBDC services. Each client will be counted only once in a fiscal year, and the reporting will include both the number of sessions and the number of hours spent with the client. There are three types of clients:

- Nascent (Pre-venture) Entrepreneur: those individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation ([www.kauffman.org](http://www.kauffman.org)). This includes individuals seeking assistance from SBA and/or one of its resource partners;
- Start-up: those individuals (entities) who have been in business for up to 12 months.
- In-Business: An "in-business client" is defined as one that has completed required registration(s), if applicable, with the local, state, and/or Federal Government (e.g., DBA registration, get a business license, agency-issued tax identifications, etc.) AND at least one of the following:
  - Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
  - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
  - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory,

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- equipment, building, business, etc.); or
- Has incurred business expenses in the operation of a business;

### **Clients Served**

Number of unique clients counseled and/or trained. Computed by EDMIS as a count of unique SBA client ids with a reported advising session or training in the time period indicated. In order to be counted, clients must be reported using an SBA Form 641.

### **Contributions/Donations**

Funds received by the SBDC and expended may be used as match or overmatch in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

### **Consultation/Advising/Guidance**

Services provided to an individual and/or business that are:

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- a) Substantive in nature and require assistance from a resource partner or District Office personnel in the formation, management, financing and/or operation of a small business enterprise; AND
- b) Specific to the needs of the business or individual; AND
- c) Require a signed SBA Form 641 or equivalent form that supports SBA's management information database.
- d) Advising is one-on-one, in person (face-to-face), on the telephone or electronic. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward advising time in data reporting.
- e) Travel time will not count toward advising time but will be tracked separately. SBDCs must provide advising to both current and nascent entrepreneurs (pre-venture). An SBDC's advising clients should be reflective of its area's demographics.
- f) SBDCs must assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange and development, personnel administration, marketing, sales, merchandising, finance, accounting, business strategy development and other disciplines required for small business growth and expansion, innovation, increased productivity, management improvement and maintaining the industrial base.
- g) Fees for advising may not be charged.
- h) Each client will be counted once in a fiscal year, with the reporting to include both the number of sessions and the number of hours spent with each. If multiple people participate from one business, only one person will complete SBA Form 641. The advisor will note how many people were in attendance so that the number of people served can be tracked. This will only be collected on the initial SBA Form 641.
- i) Face-to-face Advising (in person): Meets the definition of "advising" and is conducted in person between advisor(s) and client representatives. The recipient of the advising must acknowledge, through an SBA Form 641 or an SBA-approved "electronic substitute," the requirements imposed by accepting advising assistance from the SBA or its resource partner(s).

Online Advising (electronic): Meets the definition of "advising" and is computer or internet based. The recipient of the online advising must acknowledge, through an SBA Form 641 or an SBA-approved "electronic substitute," the requirements imposed by accepting advising assistance from the SBA or its resource partner(s).

- Reporting Online Advising: At a minimum, the following fields should be completed on SBA Form 641 or an SBA-approved electronic substitute:
  - Client Name or approved client-coded name/number;
  - Email Address; and
  - Zip Code.
- SBA Form 641 or an equivalent form that supports SBA's management information database may be completed electronically by the client in SBDC programs with the capability to accept verified electronic signatures. In states that do not accept electronic signatures, the SBDC must obtain a form with the client's original signature.

Telephone Advising: Meets the definition of "advising" and is conducted via telephone. The recipient of the advising must acknowledge, through an SBA Form 641 or an SBA-approved "electronic substitute" the requirements imposed by accepting advising assistance from the SBA or its resource partner(s).

- Reporting Telephone Advising: At a minimum, the following fields should be completed on SBA Form 641 or an SBA-approved electronic substitute:
  - Client Name or approved client-coded name/number;
  - Telephone Number; and
  - Zip Code.

### Cooperative Agreement

A legal instrument reflecting a relationship between the United States Government and a Recipient when the principal purpose of the relationship is to transfer a thing of value to the Recipient to carry out a public purpose

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of support or stimulation and substantial involvement is expected between the awarding agency and the Recipient when carrying out the activity contemplated in the Agreement.

### **Distance Learning**

Distance learning is the process of connecting clients with remote and multiple resources. The technologies used include video, audio, computer, satellite, audio-graphic, and print technologies.

### **Diversity, Equity, and Inclusion (DEI) Plan**

Term used to describe policies and programs that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, diverse backgrounds, experiences, skills and expertise.

### **Electronic Commerce (e-Commerce)**

Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

### **Employee** (Staff, full-time, part-time)

For purposes of the export advising certification requirement, this definition consists of all professional (advising and training) staff. This includes contractors (consultants) hired for advising and training purposes. SBDCs shall use the full-time total for advising and training staff as the basis for calculating the minimum number of export-certified staff required.

### **Equity Capital**

Equity contributions to the business as reported on Form 641. Includes all funding (except loans) obtained by clients attributed to SBDC assistance including grants, SBIR awards, equity investments (private and owner), etc.

### **Goals and Initiatives**

Goals are provided by SBA. Initiatives are shorter terms of interest or may include populations designated by SBA for special emphasis.

### **Grants Management Officer (GMO)**

The SBA official with delegated authority to obligate Federal funds by signing the Notice of Award is the GMO. Also referred to in this funding opportunity as the Grants Management Specialist.

### **In-Business**

See definition of Client.

### **In-Kind**

A non-cash match contribution based on the value of goods and services that are provided to the project, which may include office equipment and office space. In-kind donations may not be provided by the recipient, contractor, or another party to the cooperative agreement, and must be appropriately valued and documented.

### **Jobs Supported**

The total number of employee positions supported by services provided. Computed by EDMIS as a sum of jobs created and jobs retained.

### **Key Personnel**

Key personnel includes Lead Center and Service Center directors or managers, International Trade Centers, and the person designated to maintain the SBDC's PIMS information (PIMS designee). It does not include trainers, consultants, advisors, or support staff.

### **Loan Package**

A collection of documents required by a lender used to make a business loan approval decision.

### **Nascent Entrepreneur (Pre-Venture)**

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An individual that has taken one or more active steps to form a business is a nascent entrepreneur. An individual who seeks assistance from SBA and/or one of its resource partners meets this definition.

### **Pre-business Workshop**

A training program designed for individuals interested in owning and managing a small business or small business owners who have been in operation for up to 12 months.

### **Prep Time**

The amount of time spent preparing and researching information for a business or individual client. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward advising time in data reporting.

### **Program Funds**

Includes all SBA/SBDC Federal funds, all match contributions, cash and non-cash, and program income. It does not include other funds managed by the SBDC outside the SBA Cooperative Agreement.

### **Program Income**

Gross income earned by the recipient that is directly generated by an activity supported with project funds or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federally funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

### **Project Period**

The total annual period of performance for an award made under this funding opportunity.

### **Recipient Organization**

An Applicant organization for which Federal funding is approved to establish an SBDC Network Lead Center and which enters into a cooperative agreement with SBA.

### **Reporting Cycle**

The reporting cycle for performance data for the Illinois SBDC State Office is based on the Federal Government's fiscal year. Data must be reported from the State Office to SBA based on the four quarters that occur from October 1st – September 30th.

### **SBA Resource Partners**

Organizations that provide services through SBA funding or through another recognized relationship with SBA. Resource partners include SBDCs, Service Corps of Retired Executives (SCORE), Veterans Business Outreach Centers (VBOCs), Women's Business Centers (WBCs), U.S. Export Assistance Centers (USEACs), the SBA Microloan Program micro-lenders and non-lender technical assistance providers and SBA Co-sponsorship and Memorandum of Understanding partners.

### **SBDC Lead Center/State Office**

The entity established by the SBDC Recipient Organization that has a current Cooperative Agreement with SBA to administer and operates the SBDC Network. The Lead Center is responsible for establishing an SBDC Network for a defined area and for overall program development, service coordination, financial management, reporting, promotion and public relations, evaluation, assessment, and internal quality control over Network services.

### **SBDC Network/SBDC Program**

The "Network" is the combination of the Lead Center, SBDC Service Centers, and satellite locations.

### **SBDC Satellite Locations**

A geographic point of service delivery that operates on a full or part-time basis under the direct management of an SBDC Lead Center or Service Center. SBDCs may staff service locations on a less than full-time basis but must provide information regarding regularly scheduled hours of service or service availability by appointment.

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and make this information readily available to SBA and the public. During operating hours, satellite locations must include required SBDC and SBA signage, and must provide space for confidential client advising and secure storage of any client information maintained on site.

### **SBDC Service Center**

An SBDC service location that operates on a full-time basis to provide advising and training services within a service area designated by the Lead Center. Service Centers must be accessible to the public and staffed during normal business hours throughout the year, except as granted by prior approval. Lead Centers shall establish a Director or manager for each Service Center, and shall establish performance goals, and monitor Centers to ensure SBDC services are delivered in compliance and consistent with the requirements, policies, and procedures established by SBA and the Lead Center. The SBDC Network must primarily use institutions of higher education and WBCs as service providers.

### **SBDC Subcontracted Service Centers**

An entity authorized by the Lead Center to perform SBDC advising and training services. The entity must be identified in the Cooperative Agreement, having a written agreement with the Recipient Organization that (1) receives Federal financial assistance and/or (2) administers matching resources for purposes of conducting SBDC activities.

### **Small Business**

A business entity:

- (i) That is independently owned and operated, is not dominant in its field of operation, is organized for a profit with a place of business located in the United States, and operates primarily within the United States; and
- (ii) That does not exceed the applicable size standard for its industry as established under 13 C.F.R.
- (iii) § 121. In general, the most common size standards are:
  - 500 employees for most manufacturing and mining industries;
  - 100 employees for all wholesale trade industries;
  - \$33.5 million in average annual receipts for most general & heavy construction industries;
  - \$14 million in average annual receipts for all specialty trade contractors;
  - \$7 million in average annual receipts for most retail and service industries; and
  - \$0.75 million in average annual receipts for most agricultural industries.

### **Special Emphasis Groups**

Groups whose members are underrepresented in the population of business owners compared to their representation in the overall population. Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service-connected- disabled veterans, self-employed Reserve and Guard members, transitioning military personnel and spouses, individuals in rural areas, individuals in HUBZones and individuals in low to moderate income urban and rural areas as determined by Census Bureau information, among others.

### **Start-Up Business**

A business entity that has been in business for up to 12 months is considered a start-up business

### **Technical Assistance**

Advising or training services provided to an individual and/or business in accordance with the terms of this Funding Opportunity and a Recipient's Notice of Award.

### **Training (Including long-term training)**

An SBDC training workshop or seminar is defined as an activity or event in which an advisor from the SBDC, another resource partner, the District Office, and/or a third party actively delivers a structured program of knowledge, information, or experience on a business-related subject. The training must include two or more clients in attendance.

**Online training (or webinars):**

A structured program of knowledge, information, or experience on an entrepreneurial or business-related subject. It must be of a quality and substantive nature and include a registration process as well as an evaluation process (e.g., one to five-star ranking). Online training can be synchronous or asynchronous. The training must make a course evaluation available (e.g., a resource partner provides a registration and link to the training); it can count as online training. (Note: must meet other criteria listed above.)

Synchronous: A group of clients proceeds through the training module(s) or program as a group.

Asynchronous: A client individually proceeds through the training module(s) or program individually and is self-paced.

**Co-hosted Training (Collaborative)**

Meets the definition of “training” and is further defined as an activity where each host organization actively participates and contributes substantially to the training.

**Training Hours (Total Number of Training Hours)**

Total hours of training are the number of hours that the trainer spends teaching the session.

**Travel Time**

The amount of time spent traveling to/from a location (separate from assigned post-of-duty) to meet with business or individual clients. If meeting with more than one client, travel time is only counted once. Travel time will not count toward advising time but will be tracked separately.

**POSITION DESCRIPTIONS**

**Position Description – Illinois Small Business Development Center Director**

The center director position will be responsible for the day-to-day operations of the SBDC. The position calls for a wide variety of management skills due to the diversity of clientele the center serves. The advice and training work provided by the director and staff to small businesses give them the opportunity to learn new information. This information may affect hundreds of small businesses. Therefore, it is of the utmost importance that client confidentiality is maintained by the SBDC director and staff. The promotion of the Region to the public and private sectors through presentations is essential to the center.

The total work hours available for a full-time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick, and vacation time and 150 hours for professional and personal development, each Professional Full-time Staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per \$80,000. Each SBDC shall have, at minimum, one professional full-time staff dedicated to the program.

**Specific Duties**

- plan and coordinate programs and activities consistent with the goals and objectives of the Illinois Small Business Development Center
- maintain an effective local Board of Advisors that reflects the centers market sector focus
- develop internal and external resources to accomplish program objectives including actively seeking additional funding resources
- provide direct business advice and training to clients
- supervise center personnel, both consultants and clerical



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- manage center's operational budget
- maintain a current reference library and database as required by the SBDC program
- establish linkages and working relationships with other Centers or small businesses that may provide additional resources to the center
- maintain current data on private sector consultants for referral to members of the small business community
- maintain client control records and management information system
- provide timely and accurate reports to the SBDC
- maintain and analyze data on program effectiveness
- promote the SBDC and the needs of the small business community
- establish a marketing plan that will allow for high visibility of the center
- coordinate and cultivate a relationship with other SBA resource partners, local chambers of commerce, professional associations, and economic development groups

### **Minimum Qualifications**

- B.A. or B.S. degree in business, economics, or another relevant field
- five (5) years of small business management or business consulting experience preferred
- budget and program management experience
- strong marketing and sales orientation
- excellent communications skills, including public speaking

### **Position Description – Illinois Small Business Development Center Advisor**

The position of Business Advisor/Specialist will dedicate seventy-five percent (75%) of their time to providing business advice and twenty-five percent (25%) to special activities. This position will be the primary business advisor for the center.

The total work hours available for a full-time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick, and vacation time and 150 hours for professional and personal development, each Professional Full-time Staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per \$80,000.

### **Specific Duties**

- provide direct client advice assistance
- maintain client files with appropriate records included
- provide referrals to other appropriate Department of Commerce programs
- assist in the completion of monthly reporting
- skill in the use of computers and business-related software
- research and developing material necessary for clients' needs
- assist in the production of promotional materials for the center (e.g., flyers, newsletters, etc.)
- develop marketing plans for training programs
- develop SBDC training programs and analyze the impact on participants

### **Minimum Qualifications**

- B.A. or B.S. degree in business, economics, accounting, or equivalent field.
- experience in business management and/or financial business analysis (banking) is preferred
- excellent communications skills

### **Position Description – Illinois SBDC International Trade Specialist**

The total work hours available for a full-time professional are 1,950 hours, based on a 37.5 hours work

week at 52 weeks/year. Allowing for 300 hours of holiday, sick, and vacation time and 150 hours for professional and personal development, each Professional Full-time staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per each professional staff. Each ITC shall have, at minimum, one 100% staff dedicated to the program.

### **Specific Duties**

- evaluate a company's export capability and readiness
- identify and analyze a company's international trade needs and hurdles
- provide in-depth advice on international trade techniques, export processes, and international market opportunities
- conduct market research using appropriate reference material and databases to assist companies to identify international markets with the greatest potential for their product or service
- develop and conduct seminars and workshops on the basics of exporting, international market opportunities, and other appropriate topics
- develop and conduct Exporters Forums or similar networking sessions to assist new-to-export companies to develop mentor relationships
- establish and maintain working relationships with federal, state, and local governments and private organizations involved in exporting and international trade

### **Minimum Qualifications**

- B.A. or B.S. in Business Administration, International Business, or related field
- two to three years experience in international trade business development with a business or economic development organization
- knowledge of, or experience, in international trade-related activities
- excellent communication skills
- foreign language skills are preferred

### **Position Description – Illinois SBDC Innovation & Technology Specialist**

The position Technology, Innovation, and Entrepreneurship specialist will dedicate seventy-five percent (75%) of their time to providing one on one business guidance and twenty-five percent (25%) to special activities. This position will be the primary specialty services business advisor.

This position has been created to focus on strengthening the innovation and technological competitiveness of Illinois businesses. Through the development of long-term relationships with high growth potential businesses and technology-based entrepreneurs this specialist should strive to improve the firm's participation in innovation development and commercialization of new technologies.

### **Specific Duties**

- provide direct one-on-one business advice to existing businesses and early-stage technology-based entrepreneurs that demonstrate high growth potential
- demonstrate competency and provide assistance with intellectual property guidance; angel and venture financing advice and pitch presentation assistance
- provide strategic partnership support, business management assistance, and technology assessment and commercialization planning assistance
- assist with marketing plan development and strategic business planning
- provide assistance with SBIR/STTR and other government programs
- develop, plan and implement training programs for in business subject matters that target the needs of high-growth businesses and technology-based entrepreneurs.
- research current and future business trends related to new technology development
- organize groups and networks of angels interested in investing in Illinois entrepreneurs and small businesses

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- maintain client files with appropriate records included
- provide referrals to other appropriate Department of Commerce programs and other relevant resources
- complete required reports
- highly skilled and experienced in the use of computers and business-related software
- develop innovation and technology materials to meet clients' needs
- assists in the production of promotional materials for the Center (e.g., flyers, newsletters, etc.)

### **Minimum Qualifications**

- B.A. or B.S. degree in business, economics, accounting, or equivalent field
- experience in innovation, technology development, and commercialization field
- experience with SBIR/STTR proposals, requirements, and agencies
- excellent communications skills
- entrepreneurial experience is preferred

APPENDIX I

**Strengthen Grow Child Care Grant (SGCCG)**

**Background**

In March 2021, the American Rescue Plan Act (ARPA) was passed by Congress and signed into law by President Biden, providing \$1.9 trillion as a COVID-19 relief package, \$39 billion of which was dedicated toward childcare relief funding. The Illinois Strengthen and Grow Child Care Grant (SGCCG) Program is funded through ARPA childcare stabilization funds. SGCCG, administered by the Illinois Department of Human Services, is designed (1) To maximize access to stable and predictable funding to improve quality childcare and support workforce development; (2) to prioritize equitable and transparent funding across Illinois, focusing on those hit hardest by the pandemic, including providers without existing grant-based revenue; and (3) to provide additional resources to childcare providers who have historically had the least funding stability, especially where serving low-income families.

Applicants that would like to be considered for this funding should provide details as requested in #9 of the Project Narrative instructions. Your application response must include the funding amount requested to provide the targeted childcare technical assistance. Please note: Match dollars are not required for this supplemental funding source however you must be approved as an SBDC Service Center or a Satellite supported by an SBDC Service Center to be eligible for funding consideration.

**Technical Assistance**

Small Business Development Centers (SBDCs) will assist SGCCG applicants in the below areas:

Business advising via 1:1 grant application support

DCEO will require via grant agreements that SBDCs will assist SGCCG participants with accessing, completing, and submitting online applications for the SGCCG program. These services will include:

- a. If the participant is a new entity, register with SAM.gov to obtain the Unique Entity ID (UEI).
- b. If the participant has a DUNS number, assistance determining the new UEI number.
- c. Acquire or update Gateways Registry membership, obtain Director Portal access, and provide Director Portal support, as applicable.
- d. Confirm eligibility to apply, including eligibility for each specific site location.
- e. Confirm CCAP participation and percentages.
- f. Determine eligibility for add-on funds due to application of the Social Vulnerability Index.
- g. Address incomplete application notifications and document requests from the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA).
- h. Understanding eligibility issues. Provide assistance to participants on becoming eligible for the next round or assistance appealing the ineligible determination, as may be warranted.

Assistance in the development of applications and budgets

- a. SBDCs will aid SGCCG participants in understanding and confirming eligibility for add-on funds and provide guidance on eligible expenses.
- b. The SGCCG program requires at least 50% of the award amount per quarter to be used on new or expanded investments in the workforce. SBDCs will aid participants in planning and meeting the 50% program objective.
- c. SBDCs will provide support in calculating potential participant award amounts and desired application budget amounts within award constraints.
- d. Assistance in budgeting for workforce strategies.
- e. SGCCG participants must submit a budget worksheet as part of the online application. SBDCs will offer detailed instructions and assistance to accurately submit budgets that support provider operations and workforce development.

Additional support services

SBDCs will provide skill-building activities to participants in the SGCCG program. These activities may include the below:

- a. Tracking expenses within the SGCCG program and the business in general.

- b. Establishing Individualized goals for business operations and success.
- c. Preparing for the next round of SGCCG funding and other funding opportunities for which the business may be eligible.
- d. Tax preparation training and technical assistance.
- e. Assistance understanding grant funding and offering recommendations on improving participants' childcare businesses.
- f. Assistance with SGCCG quarterly reporting.
- g. Assistance implementing CCAP monitoring systems to maintain eligibility within the SGCCG program.
- h. Business skill development to support the business owner's successful business operation, including but not limited to business plan development, budgeting, accounting, financing opportunities, human resources and personnel, workforce development, etc.

**SBDC Resources:**

Training sessions covering SGCCG program goals, eligibility requirements, and program specifics will be provided to SBDCs in a virtual format prior to providing the requested technical assistance. More details on the SGCCG program can be found at Strengthen and Grow Child Care Grants - Gateways to Opportunity (<https://www.ilgateways.com/financial-opportunities/strengthen-and-grow-child-care-grants>).